

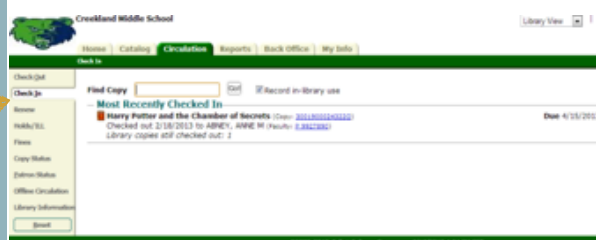
**GROUP 6:**  
**ANNE ABNEY, JILL BEVERLY,**  
**LORAIN FOUSHEE & LAVERNE PROCTOR**

# DESTINY QUEST 10.5

## QUICK START GUIDE

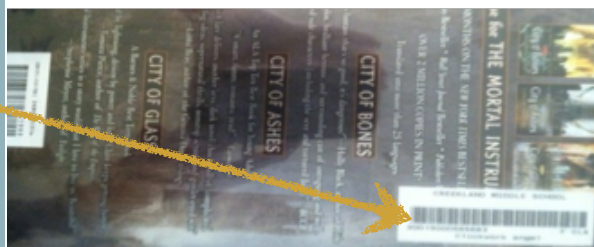
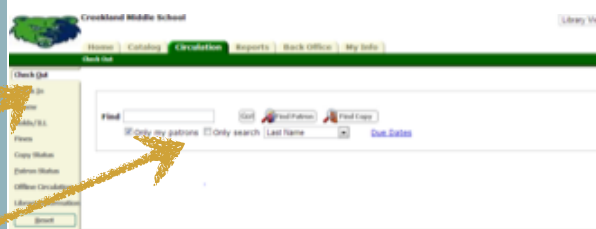
### CHECKING IN:

1. Navigate to the CIRCULATION tab
2. Select CHECK IN
3. Scan the barcode on the back of the book



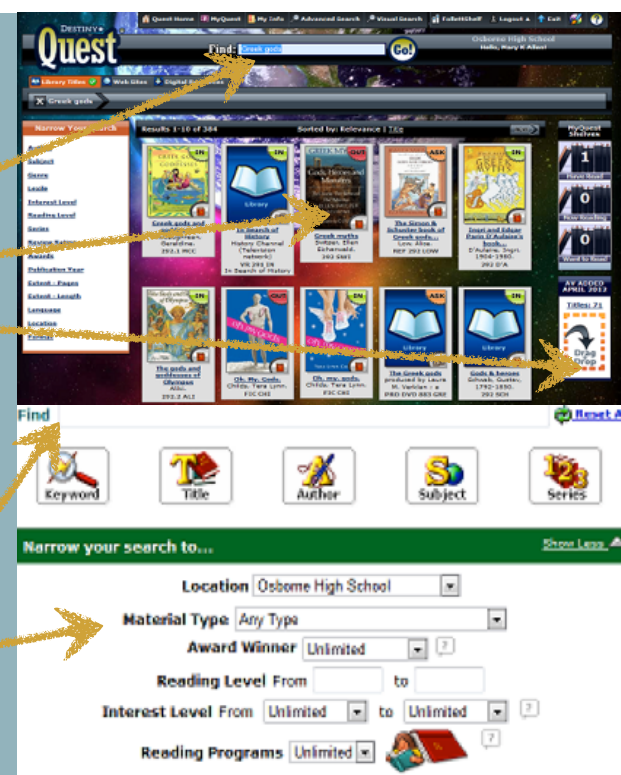
### CHECKING OUT:

1. Navigate to the CIRCULATION tab
2. Select CHECK OUT
3. Enter PATRON ID NUMBER & click GO
4. Scan the library barcode on book
5. Click RESET when finished



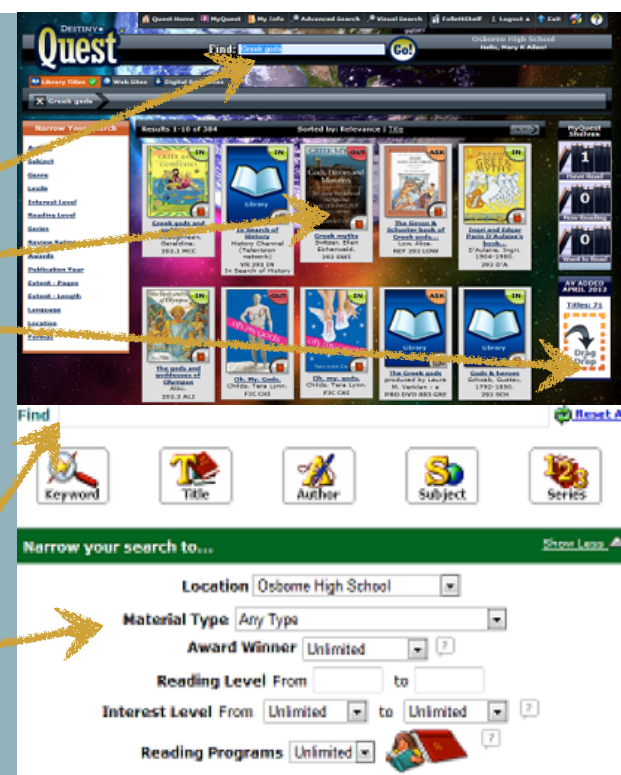
### PRINT HIT LIST:

1. Navigate to Destiny Quest
2. Enter your search TERM, click GO
3. BROWSE results by clicking them
4. SAVE results by dragging them here
5. Print your list



### OPAC SEARCHING:

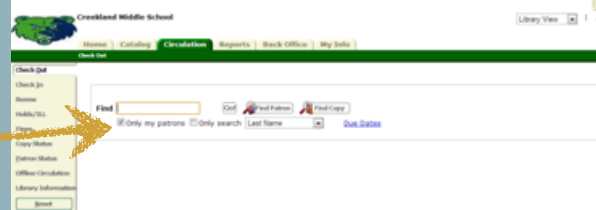
1. Navigate to the catalog
2. Enter your search TERM
3. Choose search category
4. Use DROP DOWN MENUS to narrow your search



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**QUICK START GUIDE**

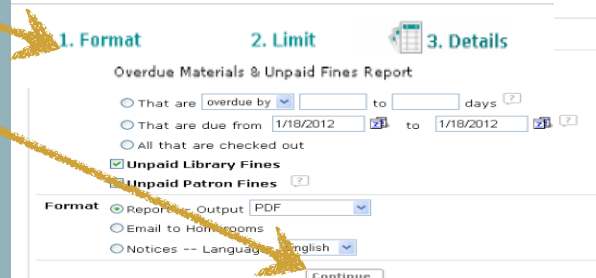
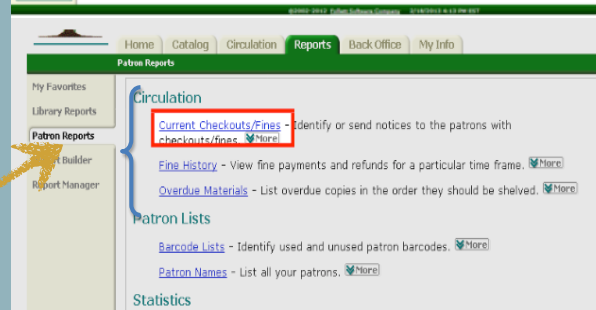
### FIND A PATRON:

1. Navigate to CIRCULATION tab
2. Enter PATRON ID NUMBER or NAME
3. Click find a patron



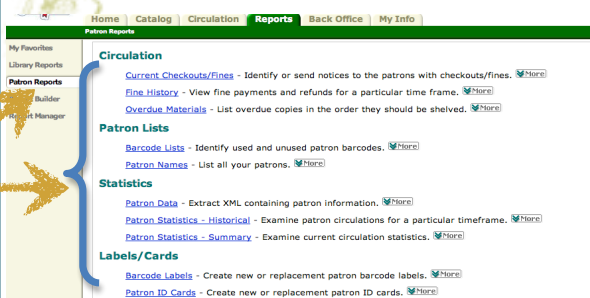
### OVERDUE NOTICES:

1. Navigate to REPORTS tab
2. Click PATRON REPORTS
3. Under CIRCULATION click CURRENT CHECKOUT/FINES
4. Set FORMAT/LIMIT/DETAILS
5. Click CONTINUE: run report, view & print



### CIRCULATION REPORTS:

1. Navigate to REPORTS tab
2. Click PATRON REPORTS
3. Click type of circulation report
4. Set FORMAT/LIMIT/DETAILS
5. Click RUN report



1. Format		2. Limit	3. Details
Is the report			
Saved Report / Notices		Last Run	
classroom checkout		1/24/2013 8:14 AM	Run
finest		1/24/2013 8:10 AM	Run
Room Inventory		8/14/2012 9:41 AM	Run
eoy student notices-2012		5/23/2012 12:02 PM	Run
eoy checked out list-2012		5/23/2012 11:57 AM	Run
overdue notices		5/22/2012 12:36 PM	Run
staff overdue notices1		5/18/2012 9:47 AM	Run
eoy fines-11		8/15/2011 11:50 AM	Run